



Public Shows | Information & Requirements

Sr. Ticket Seller

A Sr. Ticket Seller is required during all show hours, as well as one (1) hour before and one (1) hour after the show.

Ticket Sellers

A minimum of two (2) ticket sellers are required for all show hours, as well as thirty (30) minutes before and thirty (30) minutes after the show. Additional ticket sellers may be necessary based on the estimated attendance and the number of box office locations.

Ticket Takers

At least two (2) ticket takers are required for all show hours, as well as thirty (30) minutes before and thirty (30) minutes after the show. Additional ticket takers may be necessary based on the estimated attendance and requirements at post locations (hand stamping, wrist banding, etc.)

RICC Dock Security Guard

A RICC Dock Security Guard is required for all Move-in and Move-out hours. Additional security may be necessary based on Loading Dock traffic and any potential security concerns.

RICC Security

In-house security is required for all show hours. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

RICC Security Supervisor/Management

For shows requiring four (4) or more security guards, a security supervisor/management is required for all show hours.

Fire Marshal

A Fire Marshal is required for all show hours.

Police Detail

A Providence Police detail may be required during all show Move-in and Move-out hours to regulate street traffic and alleviate any potential security concerns.

Nurse

A Nurse is required during all show hours.

Cleaners

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

Electrician

A minimum of one (1) Electrician is required during all show hours.

Building Engineer

One (1) Building Engineer is required during all show hours and all show Move-in and Move-out hours.

Final Cleanup

A Final Cleanup will be charged in the amount of \$1,100.00 per Hall/Ballroom. The final cleanup will cover dumpster fees, trash removal, and final room clean-up. Additional fees may apply and are dependent upon the nature of the event and if there is excessive trash left behind.

Aisle Carpet Vacuuming

There is a charge of five cents (\$0.05) per square foot per cleaning per day, for Show Management *ONLY*.

Entertainment License

An Entertainment License is required by the City of Providence for all public shows at the Center. An application will be submitted on the show's behalf and the cost associated with an Entertainment License is \$100.00 per show day.

Additional Requirements

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and an electrician to be scheduled for all show hours on those days.

For Shows that Involve Food Products and/or Food Preparation

One (1) sink per 25 food exhibitors (contact your Catering Sales Manager)

For Shows that Involve Construction Materials, Mulch, Dirt, and/or other Heavy Materials

Additional clean-up charge per hall to be determined based on past history and/or prevailing rates.

Shows that Involve Vehicle Requirements

Please contact your Event Manager for special requirements if any vehicles are entering the building during move-in or move-out periods.